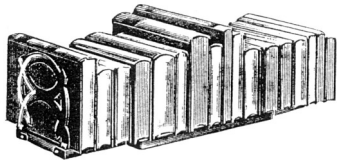

What can you do with your patron account?

- View everything you have out
- Renew all your renewable items
- Make requests for books, videos or music
- Check to see if you have books held for you
- Cancel requests
- Change your password
- Check for fines or fees
- Update your address, phone number and email
- See your entire borrowing history



Hours:

Monday—Thursday:
9:30 am –9 pm

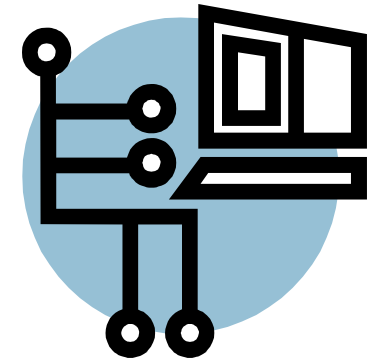
Friday: 9:30 am—5 pm

Saturday: 9:30 am—5 pm

Sunday: 12 (noon)-5 pm

Using your Library Patron Account

Quick Reference Guide



UPPER DUBLIN PUBLIC LIBRARY

805 Loch Alsh Avenue

Fort Washington PA, 19034

Phone: 215-628-8744

<http://www.upperdublinlibrary.org>

E-mail: upperdublinlibrary@mclinc.org



Upper Dublin Public Library

805 Loch Alsh Avenue

Fort Washington PA, 19034

215-628-8744

<http://www.upperdublinlibrary.org>

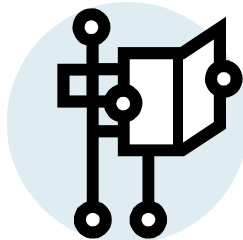
Log In to Your Account

1. If you do not have a password, please set one up at the library the next time you come in.
2. Go to our library web page: <http://udlibrary.org> & click on "My Account".
3. Type your library card number (no spaces) in the Username or Barcode box.
4. Type your password in the Password box.
5. Click "Log In".
6. Your name will appear in the upper tan bar next to a "Sign Out".

Please Note: For security and privacy reasons, password resets must be performed in person at the library. We are happy to renew or hold items over the phone.

View and Renew Items

1. Log in to your account.
2. Click the Patron Account Tab and then "Items Out" in the black bar.
3. **Please Note:** Items will renew one additional term from the *current* date. So, a 1 week item due 1/7, if renewed on 1/5 will renew to 1/12, not 1/14.
4. To renew one or more items, select the check boxes for the items, and click "Renew Selected Items".
5. To renew all items, click "Renew All Items".
6. **IMPORTANT:** Check the new due date. Not all items will be renewable or the dates may vary depending on the home library of the item.



Check and Cancel Requests

1. Log in to your account.
2. Click Requests in the black bar. The list of your requests shows the status of each request. Don't know what "On Waiting List" or "Item is en route" means? Check in the left side bar under "Patron Access Help!"
3. To cancel one or more requests, select the check boxes for the requests, and click "Cancel Selected Requests".
4. To cancel all requests, click "Cancel All Requests".

How to Request a Title

1. Log in to your Account.
2. Do a Search for the book that you'd like to request
3. In the search results, click Place Request for the title you want. A request form will be displayed.
4. If you want a specific item out of the list (for

1. Poirot. The definitive collection [videorecording (DVD)]

2008 ... Poirot. The definitive collection [videorecording (DVD)] / Agatha ... Librarian's View

Publisher, Date: [United States] : A & E Home Video : Distributed by New Video, [2008]

Description: 12 videodiscs (19 hr., 39 min.) : sd., col. ; 4 3/4 in.

Local Availability 10 (of 12) System Availability 10 (of 12)

ISBN: 9781422917930

System Availability: 12

Current Holds: 1

Summary: Adapted from Agatha Christie's celebrated mysteries, each film features beautiful settings and an impeccable cast.

Availability Full Display Place Request Hide Details

Item Availability		
Call Number	Status	Type
Upper Dublin Public Library (10 of 12 available)		
Adult DVDs		
DVD F Poirot Afte	In	Videodisc
DVD F Poirot Card	Out (Due: Sep 29 2010)	Videodisc
DVD F Poirot Seat	Out (Due: Sep 29 2010)	Videodisc

- example, disc 2 of a tv series), you will need to use the item place request icon.
5. Select the location where you want to pick up the item in the Pickup Library box.
6. Click Submit Request.

Change Your Password

1. Log in or Click "My record" in the black bar.
2. Click Change Login.
3. Type your current password in the "Old Password" box. It is case sensitive!
4. Type the new password in the "New Password" box. You can use 4 to 16 characters (letters, numbers, upper case letters and special characters).
5. Type the new password again in the Verification box and click Submit.

View or Change Registration

1. Log in to your account.
2. To change registration information, click "Contact Information and Preferences".
3. Type the new information in the appropriate boxes, as required.
4. Click "Submit Change Request" to submit the new information to the library.
5. Click "Back" to return to the My Record page.

Check your Fines and Fees

1. Log in to your account.
2. Click "Fines and Fees" in the black bar.

View Your Reading History

Our catalog can retain a list of the titles you have checked out.

1. To turn this feature on, log in to your account . Click on "My Record".
2. Click the "Contact Information and Preferences".
3. Check the Maintain permanent reading list box, then click "Submit Change Request".
4. Items you check out from this point forward will display in your patron account under a new tab called Reading History.